



The Town of Sunset Beach

700 Sunset Boulevard North ♦ Sunset Beach ♦ NC ♦ 28468

Phone: (910) 579-0075 or (910) 579-0068 ♦ Fax: (910) 579-1840

Residential Permit Application Packet and Checklist

This checklist is a general list of what may be required, each building project is unique, and some variations may apply that are not listed here.

All Applications and Forms are required to be filled out entirely so as to not cause a delay in processing the application. **Bolded** applications on this sheet are found on the website or available in the Inspections Department.

- ☐ **Residential Permit Application.**
- ☐ Two full sets of building plans (see page two for what is required on the plans).
- ☐ **Affidavit of Workman's Compensation Form** and a copy of Workman's Compensation Insurance Certificate for the General Contractor and Subcontractors as stated on the Affidavit.
- ☐ **Owner Exemption Affidavit.** Complete only if the property owner is acting as a General Contractor and NOT using a North Carolina General Contractors License. If you are not the owner/contractor this form can be left blank.
- ☐ Copy of Authorization for Wastewater Construction Permit for septic tank installation from Brunswick County Environmental Health Department. If system is a lift system or a peat system, an Operations Permit will be required. These documents are needed if the property is not located in the Public Sewer Service Area.
- ☐ Copy of receipt of tap fees paid for water and sewer from Brunswick County Public Utilities Department when connecting to available public utilities. (county water and sewer).
- ☐ Lien Agent Assignment. Complete the Town Lien Agent form (attached to Residential Permit Application Packet) and provide a copy of the smart phone bar code page provided by Liens NC. Lien Agent can be assigned by going to www.liensnc.com.

Information on Building Plans to Include:

- ☐ 130 MPH Wind Design
- ☐ Elevations (provide highest peak of roof from finished grade measured from the front of the structure)
- ☐ Floor plan
- ☐ Floor system
- ☐ Footings
- ☐ Foundation
- ☐ Insulation
- ☐ Plumbing, Mechanical, and Electrical.
- ☐ Roof System (truss or stick built)
- ☐ Structural Components
- ☐ Wall Covering
- ☐ Wall Section
- ☐ Windows (DP rating, size, tempered)

** In the mechanical section of the application-provide the number of HVAC system(s), BTU's, and size of KW/heat strips.

** In the electrical section of the application-provide size of electric service.

If applicable, provide number of accessory buildings and where they are located on the property.

For a stick built structure; show all structural member sizes and spacing such as, girders, floor joist, headers, ceiling joist, and rafters.

*** Do not submit payment of any kind until a permit has been generated.**

*** If additional forms/applications are needed, they can be obtained by visiting the Town website at www.sunsetbeachnc.gov. Go to On Line Forms; applications are listed under Building Inspections/Planning.**